

**CIVIL CASE OPENING PROCEDURES**  
**CM/ECF Training**  
**USDC, District of North Dakota**

**Filing a Case Opening Document in a Civil Action**

Civil case opening documents, such as a complaint, petition, or notice of removal, together with the civil cover sheet, and appropriate filing fee shall be filed by:

1. E-mail: If you e-mail your initiating documents you must send the Portable Document Format (PDF) versions of the complaint and civil cover sheet and indicate the payment option you wish to use for the filing fee. The e-mail addresses for new civil cases are:

Eastern Divisional cases      [ndd\\_newcaseFargo@ndd.uscourts.gov](mailto:ndd_newcaseFargo@ndd.uscourts.gov)

Western Divisional cases      [ndd\\_newcaseBismarck@ndd.uscourts.gov](mailto:ndd_newcaseBismarck@ndd.uscourts.gov)

An e-mail filing must contain in the body of the e-mail message:

- The name, e-mail address and telephone number of the filer (i.e. attorney);
- The type of document(s) being filed; and
- The number of pdf documents attached to the e-mail message

A party may not electronically serve a complaint, but shall effect service in a manner in accordance with Federal Rules of Civil Procedure 4.

The clerk's office will not be able to process your new action without receipt of the filing fee.

2. 3.5" floppy or compact disk in PDF, delivered to clerk's office.  
A disk label must contain: name, e-mail address and telephone number of the filer (i.e. attorney);
  - The name of the filing party;
  - The type of document(s) being filed (i.e. complaint); and
  - The number of documents contained on the disk.

3. Complaint delivered to clerk's office (or mailed) in paper format.

Summonses will be issued by the Clerk's office in paper (or electronically via e-mail), and then counsel will serve the same.